



MOSQUITO CONTROL DISTRICT

Board of Trustees Minutes

November 14, 2017 7:00 PM

Clark County Mosquito Control
8115 NE. St. Johns, Bldg. P
Vancouver, WA 98662

1.0 – OPENING OF MEETING

1.1 Call to order

Meeting called to order at 7:00 pm by Board President, Earl Fleck.

1.2 Roll call

Board members present: Chris Regan, Trudy Linson, Michael Elerath, Earl Fleck, Larry Lewton, Rian Davis, Wade Holbrook. A quorum was present.

Board members absent: Linda Dietzman, Vince Myers, Mark Rohr

Others present: John Jacobson, Fred Bartow and Rebecca Baxter.

1.3 Review / approval of minutes

Motion to approve the August 8, 2017, Board of Trustees minutes was made by Wade Holbrook, seconded by Larry Lewton; all approved, motion passed.

1.4 Review / approval of agenda

Motion to approve the November 14, 2017 agenda was made by Rian Davis, seconded by Chris Regan; all approved, motion passed.

2.0 – RECOGNITION OF VISITORS/OTHERS

2.1 Introduction of visitors – Katie Listek, Mayor Pro Tem for Town of Yacolt, sitting in unofficially for Vince Myers

2.2 Citizen comments – None.

3.0 – BOARD UPDATE

3.1 Review of appointment letters

4.0 – BOARD CORRESPONDENCE

4.1 Review of reappointment letters received

5.0 – FINANCIAL REPORT

5.1 Third Quarter 2017 Revenue and Expenditure Report – Reviewed Third Quarter 2017 Expenditure Report. Earl pointed out that even though we're currently showing a negative for the year, the second half of income taxes haven't come in yet. We'll be in the black this year due to a light year and not purchasing the tracking software.

5.2 Review of Past Expenditure Reports – housekeeping document that ensures that our reports match financial actuals. Trudy asked about the difference in numbers for the 2017 report. This document was created before the 3rd quarter expenditure report.

5.3 Approval of July – September 2017 warrant register – Reviewed July – September warrant register. Review of larger warrants such as Western helicopter, Enduris and Clarke Mosquito. John provided an overview of when and decision to use the helicopter service. Motion to approve the July – September 2017 warrant register in the amount of \$55,785.26 by Wade Holbrook, seconded by Chris Regan, all approved, motion passed.

6.0 – OPERATIONS MANAGER REPORT

6.1 Updates – Season ended quietly. We ended up doing two rounds of catch basins with Go4's and stopped about 2 weeks early since they weren't finding any larvae. Usually there is a cross over between the flood water species and the catch basin species and this year there wasn't. The flood water species died down allowing the crews to start the catch basins early. The head boxes in retention ponds were not as big a problem this year either. We set 141 traps this year and Rick is doing an amazing job on trapping and identification. Earl asked if the microscope helped out at all. The AM scope microscope didn't work out. Ordered it, set it up but were never able to get the resolution that we experienced when traveling and looking at what other agencies had set up. We had to get an extension on the return date as we were trying to find a camera that would achieve the resolution needed. Currently waiting for our credit for the return. We have moved forward with a demo model from Leica. Having quality resolution is needed for species identification; this task is going to become more important. John will work on having a microscope demonstration at the February meeting. Trapped about 11,000 mosquito this year which is pretty low. We trapped about 5,500 Culex. Difference in numbers to prior years could be due to using the Sentinel traps more often and not having the flood waters. Rick tested 88 pools for WNV, all negative. Cleared up procedure for when a positive result comes up. 88 service requests this year compared to 150 last year, so quite down. Some of the guys are still out treating flood water areas here and there just don't need to check them as often. Equipment/trucks are completed for winterization.

John and four staff attended the Northwest Mosquito & Vector Control conference in Montana. Next year it will be in Chelan and they are hoping to have break out sessions for board members. John or Rebecca will notify the board when the dates of that conference are known. One of the more interesting presentation was Pocotello, ID Bannock County Mosquito Control had significant West Nile Virus issue this year and had to declare an emergency declaration. Hearing this presentation made us think that we need to meet with Dr. Melnick to make sure the process is in place and will work. It was 3 weeks between the time Bannock County declared emergency treatment and were able to do it. John will do initial visit with Dr. Melnick to see if procedure or protocol is in place or needs to be created. The other interesting seminar was district in Selma, California that had teamed up with a branch of Google to release *Aedes aegypti* mosquito that were infected with *Wolbachia* to help breed out the species in the

district. There was a demonstration by Benton County on the reporting software but a beta version wasn't ready yet.

They are working on setting up FIT testing in house and Rick will be trained to do this. John will be working on a surplus policy this winter.

- 6.2 Clarke Mosquito Control Aerial Contract** – The company that Clarke Mosquito Control Aerial contracts with to provide aerial treatments is reassessing their minimum acreages. It sounds like based on some of the treatments that it wasn't cost effective. Clarke Mosquito is pretty confident that they will have something worked out with the current company or another by the first of the year.
- 6.3 Updated Mosquito Maps** – John wanted the board members to have the updated maps from the CDC regarding where mosquitos are found, potential climates that would support aedes mosquitos. We've increased where we are trapping to include places that have breeding sites suitable for the aedes species. Earl suggested getting the Journal of Medical Entomology article when it comes out. The latest West Nile Virus numbers on West Coast were reviewed.

7.0 – NEW BUSINESS

- 7.1 Emergency Treatment and Equipment Repair & Replacement Reserve Resolutions**– Updated draft versions not available for this meeting. Meeting item moved to February 2018 meeting.
- 7.2 2018 Budget Review** – The 5 year budget vs actuals was reviewed. John has been reviewing these past actuals and trying to tighten up the budget numbers. The process in the past for determining the budget numbers was to add a fixed percentage to previous budget numbers. He is planning for a little bit above average year. He brought salary totals down for the year, increased office supplies and equipment for anticipated purchases. He increased the education budget and is planning on sending guys to the workshop in the spring in Tri-Cities. Benton County is a trainer for the CDC's train the trainer program. We didn't purchase a Go-4 this year due to repairs and upkeep performed in house. John is still looking into Go4 options and is planning on picking up low mileage used ones from Seattle. Capital outlay has been increased for the potential purchases in 2018 which include a Go4, ATV and reporting system. The board briefly discussed the use of drones. Although it is an interesting option, the district isn't looking to be the first to purchase one. The costs for a fully loaded drone are pretty high. Rian suggested that we start tracking the potential time savings and efficiencies that could be achieved with a drone to assess the potential return on investment. The board discussed how they would like to fund the capital outlay purchases; the full amount could be incorporated into the budget, the full amount could come from the reserve fund or a combination of the two. By funding the purchases partially from the reserve fund and partially from the 2018 budget, the overall budget for 2018 will be fairly close to the 2017 assessment. The board agreed to reduce the capital outlay by \$33,000 and have this portion funded by the reserve fund. This leaves the total for capital outlay at \$35,000 and the total budget for 2018 at \$451,598.00.

Motion was made to set the budget at \$451,598.00 by backing out \$33,000.00 by Trudy Linson, seconded by Chris Regan, all approved, motion passed.

Equipment Reserve sheet – John provided a review of the changes to the equipment replacement reserve document. Another review of this will be added to the May meeting to coincide with having final 2017 numbers for determining the total to be moved to the reserve fund and to determine the equilibrium amount needed to keep the reserve funded. John will be looking at signing up for the state bid system to have another option available for purchasing equipment and vehicles. Rian suggested that we ensure that future truck purchases are Bluetooth enabled to be in compliance with the hands-free laws being enacted. Chris asked about the replacement costs for vehicles that are on the form. John noted that in some cases, the truck is old enough that there isn't a model anymore to use for replacement value and he used the next closest vehicle to provide the replacement value.

- 7.3 Contract Amendment with Clark County** – Reviewed the contract amendment with Clark County Public Health. The amendment extends the contract a year. There were no concerns regarding extending the contract. Motion was made to approve the amendment to the contract with Clark County Public Health by Rian Davis, seconded by Larry Lewton, all approved, motion passed.

8.0 – CONTINUING BUSINESS

- 8.1 Administrative Assistant Position** – Rebecca presented the latest option from Public Health Leadership team. Public Health's preference is to hire a temp, have them housed at the shop with John approving their timesheets and Rebecca providing off site support and resource. This option wouldn't be viable at this time; there isn't anyone at the shop consistently and having an unknown person unsupervised raises concerns with the walkable assets at the shop.
- 8.2 MCD Methods** – Earl provided a high level review of our work and meetings with the Treasurer's office regarding assessments for the district, the difference between parcels and billable real property accounts and the time it would take to assess every parcel like our current resolution states. Based on the potential increased work, the Treasurer's office would need to increase their administrative fee which could dramatically increase the per parcel assessment. Trudy also pointed out that the Treasurer's office was very interested in having us take on re-writing the RCW for Mosquito Control. The board isn't interested in pursuing that at this time. Rian agreed that we have done our due diligence. Minor edits were suggested for the draft resolutions changes for 2018. An updated draft will be sent out to the executive committee and finalized for the February meeting.

Adjourn

With no further business the Board President, Earl Fleck, adjourned the meeting at 8:35 p.m.

Respectfully submitted,


Rebecca Baxter, Recorder


Trudy Linson, Secretary-Treasurer